



Electronic Bulletin Board Announcements

Deadline

Announcements must be submitted at least two (2) weeks in advance of requested airtime.

Although WTOB will make every effort to post announcements, all information sent in is a *request*. WTOB does not guarantee that every announcement will be posted.

Guidelines

General:

- All announcements must have a contact name (first AND last) and phone number of the group/person submitting the request.
- It is preferred that an email address is also provided, but it is optional.
- Announcements submitted by an individual not representing a non-profit organization, Adelphia Cable, or Blacksburg Town Government will not be posted.
- Announcements will be accepted using the following methods
 - [Email to wtob@blacksburg.gov](mailto:wtob@blacksburg.gov)
 - Fax-- (540)961-1875, attention: WTOB Electronic Bulletin Board
 - Mail--300 S. Main St., P.O. Box 90003, Blacksburg, VA 24062-9003
 - Drop off at WTOB office—203 Washington St., SW, Blacksburg
- Announcements will not be accepted via telephone.
- Announcements must be typed or neatly written.

Content:

- A phone number or email address viewers can use *For More Information* must be provided if it is different from the contact name.
- ***Announcements that are commercial in nature will not be posted. (Ex. Containing ticket prices, entry fees, etc.)***
- WTOB Channel 2 reserves the right to edit announcements for length.

Posting:

- Announcements will run for a maximum of 2 weeks if an end date is not specified.
- No announcements will run indefinitely. An announcement must be re-submitted via email, fax, or mail.

Example

Information Sent

Requested by: Jane Doe
Organization: Big Brothers Big Sisters of the New River Valley
Phone: 552-1234
Air Date(s): March 13, 2001

Announcement:

Big Brothers Big Sisters of the New River Valley is having a volunteer orientation meeting on April 16 at the Montgomery-Floyd Regional Library in Christiansburg at 7:00pm. For more information, call Sally at 552-0123.

Edited Electronic Bulletin Board Announcement

Big Brothers Big Sisters of the NRV
Volunteer Orientation
April 16, 7:00pm
Mont.-Floyd Reg. Library, Christiansburg
For more info: Sally, 552-0123

WTOB Channel 2 Bulletin Board Announcement

Contact Name: _____ Phone Number: _____

Organization: _____ Air Date(s): _____

Announcement: _____

Please return this form to:

Email—wtoob@blacksburg.gov

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